



## TOWN OF ASHBURNHAM

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*OFFICE OF THE TOWN ADMINISTRATOR*

## TOWN ADMINISTRATOR'S REPORT August 18, 2014

Town Administrator's reports are available on-line at <http://www.ashburnham-ma.gov>

### **TOWN COMMITTEES**

Currently there are openings on the following (1) Conservation Commission, (3) Council on Aging Board, (1) Parks and Recreation, (1) Historical Commission. These are listed on the Town's website under Volunteer Opportunities.

### **FIRE CHIEF**

I have established a Fire Chief Search Committee consisting of:

Larry Barrett, Sylvia Turcotte, Steve Nims, George Cornwall, Joe Oliveira, Jerry Descoteaux, and Jeff Lawrence. They held their first organizational meeting on August 11<sup>th</sup>. They will be reviewing applications as they come in and will ultimately send me their top three choices for consideration.

Ads were placed in the MMA website, Beacon, town website, International Association of Fire Chief's job board.

### **REVIEWS**

I conducted Department Head reviews the week of August 11<sup>th</sup> and they are complete.

### **INSPECTOR GENERAL**

I received an information request from the Inspector General's office regarding their investigation of the Ashburnham Librarian. Information goes back many years and covers the full scope of revenues and expenses. Sylvia, Paul Pollastri, Tanya, and Library staff are the main focus of the data collection and this has taken many hours of research and processing.

### **BUDGET**

I need to have the Board sign Chief Procurement Officer (CPO) authorizing me to act as the CPO for Ashburnham. I will also be sending to the state an amended CPO delegation form for all applicable department heads. The last time this was updated was in November of 1990.

I met with my financial team Paul Pollastri (treasurer), Carla Clifford (collector), Tanya Gaylord (accountant), Harold Sheid (assessor), and Sylvia (TA assistant) to establish the FY 15 financial calendar. Sylvia has booked our fall town meeting on October 28<sup>th</sup> at Oakmont Regional High School in the Auditorium.

### **DPW**

Water Main Replacement construction started on July 11<sup>th</sup> and per current schedule (posted weekly on website) they will be done through Williams Road by August 29<sup>th</sup> well ahead of original schedule.

Working with Rep Jon Zlotnik to try and get some grant money for the Sewer Upgrades in Gardner. Steve and I attended the MPO meeting on June 25<sup>th</sup> where they voted to approve the design phase on the Rt. 101 and Corey Hill Road intersection. The engineering has already begun.

Weston and Sampson started the engineering for RT 101 paving project. This will allow us to get on the TIP schedule hopefully for FY16.

Town crews are doing the preparation on Hastings Road. The paving operations started August 6<sup>th</sup> and it will include full reclamation of Hastings from the Meeting House Hill cemetery to Stowell Road.

### **BOS**

Our BOS meeting on December 15<sup>th</sup> will need to be moved to a new location due to police training the entire week on the 15<sup>th</sup>. I recommend Town Hall.

### **FIRE UNION**

I started negotiations with the new Fire Employees' Union on June 25, 2014. We met on July 24<sup>th</sup> and have a scheduled meeting on August 21<sup>st</sup>.

### **CABLE CONTRACT**

Attorney Bill Solomon working on our behalf sent out an RFP to Comcast on August 7, 2014 for both Westminster and Ashburnham comments and requests were incorporated into the RFP from public hearings that were held in both Westminster and Ashburnham. We are looking for a response within a month's time. Extension would be given upon request.

### **PLEASANT STREET**

Received the incident reports for all intersections in the areas and once the paperwork is signed by the Board MRPC will do a traffic count on Pleasant and Central.

### **GREEN COMMUNITY**

Mark Carlisle, Stan Herriott, and I are gathering information to generate an application to the State for Green Energy status. Project is going well and we are looking for a fall submission.

### **SIGNS**

Dick Reynolds our Building Commissioner has suggested that the bylaws be updated to incorporate any exemptions (those for municipal use) so that it can be referenced in the future when questions are asked. He also recommends that the Board asks the Planning Board to review and make any needed changes and would be willing to meet with either or both boards to get this accomplished.

### **TOWN HALL AND DPW – NEW EXTENSIONS**

When calling Town Hall you will notice that there is a new message. This change is due to an upgrade in our Shoretel system. The extensions are as follows:

Town Administrator and Board of Selectmen	0
Treasurer/Collector/Accountant	1
Collector	1
Treasurer	2
Asst. Treasurer	3
Accountant	4
Assessors	2
Town Clerk	3
Planning and Conservation	4
Planning	1
Conservation	2
DPW and Water/Sewer	5
Land Use/Inspections/Zoning	6
Board of Health	7
Custodian	8